



**Position:** Operations Intern

**Department:** Operations

**Reports To:** Director of Stadium Operations and Stadium Operations Manager

**Salary:** Hourly - \$9.00 per Hour

As a successful Stadium Operations Intern, your main responsibility is to provide support in operations-related areas of the business. The internship runs January to September 2020. As our Stadium Operations Intern, you will report to the Director of Stadium Operations and Stadium Operations Manager and assist in the following tasks during the Wichita Wind Surge 2020 Season

**Responsibilities:**

- Assist in the set-up of advertising signs
- Help in the execution of all picnics and suites from set up to breakdown
- Maintain the policies of the stadium in regards to customer service and other ballpark issues
- Assist in set-up for special events and other sporting events held at the stadium,
- Work directly with cleaning staff and gameday staff
- Support front office staff with any other game day or non-game day tasks.
- Perform various stadium repair tasks including but not limited to painting & pressure washing
- Perform various cleaning activities to include sweeping and mopping, trash removal and vacuuming
- Minor maintenance tasks including but not limited to flipping circuit breakers, changing light bulbs, etc.
- Escort of subcontract labor through the premises
- Assist Operations in monitoring the grounds to provide a neat and clean presentation and environment
- Transport and placement of stadium equipment, promotional items, furniture, signs and flags
- Performs other related duties as assigned

**Qualifications**

- High school diploma or equivalent
- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Highly motivated with strong work ethic
- Have a strong desire to work in a team environment
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to 8+ hours
- Ability to work long hours, weekends and holidays

- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to [jobs@windsurge.com](mailto:jobs@windsurge.com).